

- **Name Box** – gives the current active cell reference using a combination of a letter and number, for example A1. The letter indicates the column and the number indicates the row of the selected cell. If you have selected a range of cells that is also a named range, the name of the range is shown in this box. You can also type a cell reference in the Name Box to jump to the referenced cell. If you type the name of a named range and press the *Enter* key, the named range is selected and displayed.
- **Function Wizard** – opens a dialog from which you can search through lists of available functions and formulas. This can be very useful because it also shows how the functions are formatted.
- **Select Function** – performs a calculation on the numbers in the cells above the selected cell and then places the result in the selected cell. If there are no numbers above the selected cell, then the calculation operates on the cells to the left. The calculation to be performed is selected from a drop-down menu containing options for **Sum**, **Average**, **Min**, **Max**, and **Count**. The *Alt+=* keyboard shortcut is equivalent to clicking the **Select Function** icon and selecting the **Sum** option.
- **Formula** – inserts an equals (=) sign in the selected cell and the Input line, allowing a formula to be entered.
- **Input line** – displays the contents of the selected cell (data, formula, or function) and allows you to edit the cell contents. To turn the Input line into a multiline input area for very long formulas, click the **Expand Formula Bar** icon on the right. To edit inside the Input line area, click in the area, then type your changes.

You can also directly edit inside the cell by double-clicking on the cell. When you enter new data into a cell, the **Select Function** and **Formula** icons change to **Cancel** and **Accept** icons.

### ✓ Note

In a spreadsheet, the term “function” covers much more than just mathematical functions. See Chapter 7, Using Formulas and Functions, for more information.

## Status Bar

The Status Bar at the bottom of the workspace (Figure 5) provides information about the spreadsheet and convenient ways to quickly change some of its features. Most of the fields are similar to those in other components of LibreOffice. See Chapter 1, Introducing LibreOffice, in the *Getting Started Guide* for more information.

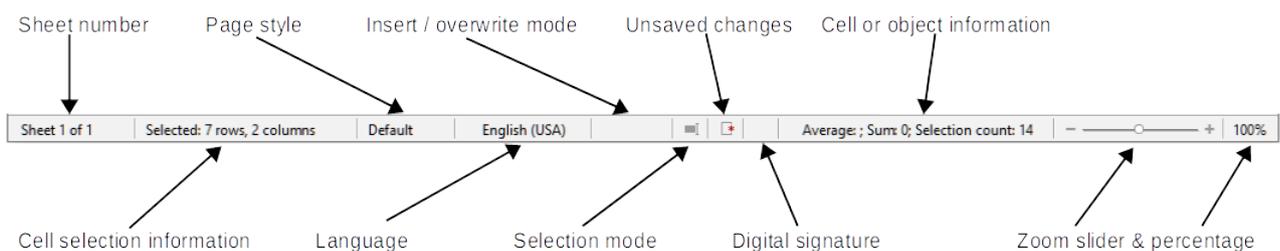


Figure 5: Status Bar

The fields on the Status Bar, from left to right, are as follows.

### Sheet number

Shows the sequence number of the current sheet and the total number of sheets in the spreadsheet. The sequence number may not be the same as the name on the sheet tab if sheets have been moved. Double-click on this zone to open the Navigator dialog.

### Cell selection information

Shows how many rows and how many columns are selected. Blank if the selected cells do not form a rectangular block.